

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE PROMOTION EXAMINATION FOR:

SCHOOL LUNCH MANAGER - #76-683

DATE OF EXAMINATION
OCTOBER 30, 2004

*Examination Fee –\$7.50

LAST FILING DATE
SEPTEMBER 22, 2004

SALARY: Varies within each school district.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur in school systems in Schoharie County.

PROMOTIONAL QUALIFICATIONS: Limited to employees permanent for 24 months in the position of Cook-Manager.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing a school lunch program in a large school district or several small schools serving from 500 to 2,000 meals daily including Type A and ala carte meals. Work is performed under the general direction of a School Business Manager. General supervision is exercised over the work of one or more Cook Managers and other school lunch program personnel. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. Food handling and storage;
2. Proper food preparation and serving techniques;
3. Food service management principles and practices;
4. Basic nutrition and dietetics;
5. Office record keeping; and
6. Supervision and training.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Application and exam announcements are available on our web site at www.schohariecounty-ny.gov.

ISSUE DATE: AUGUST 06, 2004

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.